

August 25, 2014 to June 5, 2015

Montrose Discovery Preschool

General Information:

Montrose Discovery is a licensed childcare program provided by the City of Rockville Department of Recreation and Parks and licensed by the State of Maryland Department of Education Office of Childcare. The staff has met the requirements of Maryland Office of Childcare. They are caring professionals with years of experience with the City and with children. The programs are developed to focus on social and academic skills necessary for kindergarten, while promoting self-confidence and individual expression.

- Children must be 3 years old and toilet trained before they start.
- Registration is ongoing throughout the year as spaces are available.
- Programs are closed on all federal holidays. Other closings are listed in the registration packet.

Fee Information:

On the first business day of each month, payments will be automatically charged/debited to your MasterCard or VISA. You must complete an "Authorization to Charge" form, which will be included in your packet. You may also pay by check or money order. Voucher payments are also accepted.



Parents are responsible for obtaining and completing the necessary paperwork from City Hall and providing it to the Department of Recreation and Parks prior to starting the program:

- A registration fee of \$100 is due upon receipt of the paperwork.
- First month's tuition can be pro-rated and is due upon enrollment. Payments will be due on the first of each month thereafter.
- If your monthly payment is late or declined, you will be charged a \$10 processing fee.
- Withdrawal from the program requires a four-week written notice and a \$50 withdrawal fee. Withdrawals are only completed at the end of a calendar month.
- Transferring from one course to another, if space is available, will require a \$50 fee.



451 Congressional Lane, Rockville, MD 20852



Monthly Fee:

The fee below is the approximate amount charged monthly.

OPERATION SCHEDULE	RESIDENT MONTHLY RATE	NONRESIDENT MONTHLY RATE	HOURS
August 25, 2014	\$545	\$629	9 a.m.-12:30 p.m.
June 5, 2015	\$855	\$959	8 a.m.-6 p.m.

Your Child May Start The Program When:

- Initial fee is paid.
- All necessary forms are completed and submitted to City of Rockville Department of Recreation and Parks.

To Register:

Fill out a registration form and return it with a non-refundable \$100 registration fee. Once space for your child is confirmed, you will be given a packet of forms required by the MSDE Office of Child Care and City of Rockville regulations. All forms, some of which need

to be completed by your child's doctor, must be filled out before your child may start the program. No online or telephone registrations. Fax registration forms to 240-314-8659/Attn: Childcare.

You may also mail or bring registration forms to:

City of Rockville
Dept. of Recreation and Parks
111 Maryland Ave.
Rockville, MD 20850
Attn: Childcare



CHILD CARE PROGRAMS REGISTRATATION 2014-15

www.rockvillemd.gov.recreation/preschool • 240-314-8620

One form per family or address. *Required information.

FAMILY INFORMATION: *Home Phone # _____ Email: _____

***Main Contact:**

Last Name _____ First Name _____ Cell # _____ Work # _____ Sex _____

***Second Contact:**

Last Name _____ First Name _____ Cell # _____ Work # _____ Sex _____

*Address: _____
Street _____ City _____ State & Zip Code _____

*Emergency Contact: (other than parent) _____ Daytime Phone # _____

PARTICIPANT INFORMATION

*Last Name	*First Name	*D.O.B.	*Sex	All- Day or Half-Day	Monthly Fee	*Start Date
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

Registration Fee: _____

First Month Tuition: _____

Donation to Recreation Fund: _____

Sibling Discount: _____

TOTAL: _____

☐ Special Needs Participants: to adequately plan for a successful and rewarding experience, please contact our office (240-314-8620) upon registration. Ample time is needed to secure supplementary services and aides.

***Payment Method: (check one)**☐ Credit Card (check type)

Exp. Date: ____/____/____

Card # _____

Card Holder Name: _____

Signature: _____

☐ Cash (walk-in only)☐ Check Enclosed - check # _____**THREE EASY WAYS TO REGISTER:**

- 1. Fax:** 240-314-8659/Attn.: Child Care (Credit Card only)
- 2. Mail:** City of Rockville, Attn: Dept. of Recreation and Parks/Child Care
111 Maryland Ave., Rockville, MD 20850
- 3. Walk in:** City Hall recreation counter, Upper level,
8:30 a.m. to 5 p.m. weekdays.



Preschoolers learn through play while participating in music, cultural activities, art, crafts and outdoor play.



240-314-8620
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